**Template for Departing Employees Submitting ePERs Prior to End of Semester**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor or PI Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID\_\_\_\_\_\_\_\_ is departing early for the \_\_\_\_\_\_\_\_\_ Semester. I am verifying the information below is true and accurate as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date/time]:

|  |  |  |
| --- | --- | --- |
| **Speedtype** | **Description (optional)** | **Effort %** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | Subtotal |

*Total effort must equal 100%*

**Additional Notes:**

**Certification:**

By signing below, I certify that the above estimate of effort expended is accurate and covers all work performed and leave taken consistent with university policy during the stated period.

*Employee (or Supervisor/PI) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_*

*Please complete and submit to:* [*epers@colorado.edu*](mailto:epers@colorado.edu?subject=Template%20for%20Departing%20Employees%20Submitting%20ePERs)